



**PROCEDURE: Application for leave**

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Inception Date	25 July 2018		
Procedure Owner	Human Resource Manager		
<b>Review Register</b>		<b>Date</b>	<b>Signature</b>
Approved by QMS Sub-committee	QMS Chairperson	25/07/2018	Name: Louise Fuller Signature:
Approved by MANCO	MANCO Chairperson	25/07/2018	Name: Benjamin Anderson Signature:
Revision Frequency	Annually		
Review Date	June 2019		
Review History			

**Related documents**

<p><b>Da Vinci internal</b> (e.g. Policies, Regulations, Guidelines, Contracts)</p> <ul style="list-style-type: none"> <li>• Policy: Human Resource</li> <li>• Employment Contract</li> </ul>	<p><b>Other/External</b> (e.g. Legislation, DHET and CHE directives and guidelines)</p> <ul style="list-style-type: none"> <li>• Constitution of the Republic of South Africa: 1996</li> <li>• Basic Conditions of Employment Act. No 75 of 1997</li> <li>• Labour Relations Act. No 66 of 1995</li> <li>• Employment Equity Act. No 55 of 1998</li> <li>• Skills Development Act. No 97 of 1998</li> <li>• Skill Development Levies Act &amp; Regulations. No 9 of 1999</li> <li>• Higher Education Act 101 of 1997</li> <li>• Department of Education regulations</li> <li>• Companies Act No 71 of 2008</li> <li>• Protection of Personal information Act, 2013</li> <li>• Occupational Health And Safety Act 85 of 1993</li> <li>• Electronic Communications And Transaction Act 25 of 2002</li> <li>• Unemployment Contributions Act 9 of 1999</li> <li>• Promotion of Access to Information Act 2 of 2000</li> </ul>
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	<ul style="list-style-type: none"> <li>• Academy of Science Of South Africa Act 67 of 2001</li> <li>• Adult Education And Training Act 52 of 2000</li> <li>• National Advisory Council On Innovation Act 55 of 1997</li> <li>• National Education Policy Act 27 of 1996</li> <li>• National Qualifications Framework Act 67 of 2008</li> <li>• Technology Innovation Act 26 of 2008</li> <li>• Academy Of Science Act 67 of 2001</li> <li>• National Advisory Council On Innovation Act 55 of 1997</li> <li>• Protected Disclosures Act 26 of 2000</li> <li>• National Qualifications Framework Act 67 of 2008</li> <li>• Tobacco Products Control Act 83 of 1993</li> </ul>
<b>Website address of this document:</b>	<b><a href="http://www.davinci.ac.za">www.davinci.ac.za</a></b>

## Procedure Description

The applications for leave process is set out below.

Step	Description	Notes
1	Employee will apply for leave on the online leave system	For planned leave – 2 weeks before Unplanned leave – on return
2	Line Manager will receive the leave request	
3	Line Manager to approve or decline the leave request	
4	Employee will receive notification of the leave application outcome	
5	Human Resource Manager will monitor the accumulated leave of employees' and notify them atleast one month in advance before the accumulated leave will expire	
6	Human Resource Manager will also monitor sick leave and ensure doctors notes are acquired	
7	Line Manager is responsible to monitor study & family responsibility leave and ensure relevant documents accompany applications where applicable	

## Stakeholders

#	Stakeholder
1	Human Resource Manager
2	Line Manager
3	Employee

## Version Control

<b>Procedure Owner</b>	<b>Version #</b>	<b>Date</b>	<b>Reason</b>
Human Resource Manager	001	25 July 2018	